



COMMERCIAL FINAL INSPECTION CHECKLIST

The following items are the most commonly checked by the building department staff prior to the issuance of a Certificate of Occupancy. Please note this is not an all-inclusive list, and that unique requirements may be applicable to individual construction sites. By checking the documented obtained approvals and approved inspections against this list, it will be possible to minimize, if not completely eliminate any corrections at the time of final inspection or delays in the issuance of the Certificate of Occupancy. Please contact the project inspector if there are any questions regarding these items. Note items in bold are items that will be inspected by a building department inspector; other items are the required to be provided by the applicant to the building department prior to issuance of a Certificate of Occupancy.

- Obtain final land development approval
- Obtain final assurance approval (improvements)
- Pay traffic impact fee
- Obtain Clean Water Services (CWS) final erosion control approval
- Obtain final grading approval
- Post insulation certificate
- Obtain final electrical approval**
- Obtain final plumbing approval**
- Obtain final mechanical approval**
- Post permanent building identification and signs**
- Place knox box
- Plant all required landscaping
- Have all flashings in place and joints sealed at masonry
- Have all penetrations and gaps sealed at exterior walls, check all caulking, flashing, and sealants
- Verify that as-builts have been submitted to the county, reviewed and approved
- Verify that final structural observation report and final special inspection report have been submitted, reviewed and approved by the county
- Remove all debris from crawlspace areas
- Provide attic and crawlspace access
- Check exterior doors for landings
- Check handrail and guardrail heights, and that they are installed tight with proper clearances
- Check rise and run of stairs (no more than 3/8" difference)
- Test operation of smoke alarms, strobes, and sprinklers
- Verify rings on are on sprinkler heads and that heads are not painted
- Test operation of exhaust fans, hood, etc.
- Install all accessibility signage, parking spaces, and ramps
- Verify any ADA strike pads installed are accessible
- Verify that all egress paths are free from clutter and obstructions